

GUIDELINES FOR PLANNING A NATIONAL DUTCH SHOW

1. **Select a date.** Most National Dutch shows are held the end of April. They have been held as early as the first weekend of April to as late as the first weekend in May.
2. **Find a location to hold the show.** The building should be large enough to have at least 1,000 coops, preferably only double stacked. Ample room should be allowed for the judging table and booth space as well. Square footage of around 15,000 or more is adequate. (Washington PA was 17,500 and Greenville OH was 19,000)
3. **Notify the ADRC of your interest to host the annual National Dutch show.** Present your bid to the ADRC two years before your show. You can present later, but two years is preferred to give you enough time to plan and for the ADRC to find someone to host if no bids are presented.
4. **Secure pens.** At least 1,000 wire pens should be secured, more in the Midwest and East (1,200-1,400), less in the far South or in the West. Pens with doors that swing open are preferred. If pens that have slide up and down doors are the only ones available, then they must be of the larger style and the NDS/ARBA liaison committee must be told before bid is submitted. This is for the safety of the animals being handled during the show. If you are able you may want to set up additional cages for “for sale” rabbits and charge a fee for these pens. The rabbits shall be housed in wire cages that have double wire dividers, small mesh dividers ($\frac{1}{2} \times \frac{1}{2}$ max) or solid dividers. No dividers made only of cardboard are permitted. Pens should have ample room for the animals to move about. No pens designed for dwarf breeds shall be permitted. Pens shall be arranged in such a manner to protect the animals from injury at all times and shall be placed high enough so as not to be directly on the floor.
5. **Secure hotel accommodations.** Plan on rooms at two hotels located within an easy drive of the convention & banquet sites. Having 60 rooms blocked off is a good number to start with. The rooms that seem to go over best are the non-smoking doubles/queens. Having a few with Kings and approximately a half dozen, smoking rooms is usually sufficient. Other area hotels can also be listed in the catalog along with the main ones.
6. **Secure a location for the banquet.** Expect around 180 or so in the Midwest and East and less in other areas. A caterer can be lined up at a later date but get some information on different ones in the area.
7. **Delegate duties to personnel.** This includes Show superintendent, one or two show Secretaries, Youth show superintendent, catalog chairperson, raffle committee (including people to work raffle table), rabbit raffle chairperson, fun/AOV class chairperson, awards chairperson, set-up committee (this is the most important job of all), tear-down/clean-up committee, Youth contest/Royalty committee, arts/crafts chairperson, table controllers (minimum of one per table to work with each judge to do whatever is necessary to keep the judging going. Feel free to contact other ADRC members for any helpers you need., writers for the judge, people to pick up rabbits/breeders flying into airports, person to pick up judges at airport, people to load rabbits and bring to table, and people to carry rabbits from the table back to their pens.

8. **Hire Judges immediately.** Use the list provided by the ADRC from those selected by the membership. The senior judge must be hired from this list in the order of the most votes received. If some of these judges are not available, then you may hire local judges. You will receive the ADRC sponsorship money just after the first of the year, provided you have your judges secured.
9. **Have a budget in mind.** A budget should be set up so that you have an idea of your expenses, so you can set your pricing for your banquet and entry fees. The meals should be planned for the banquet and the banquet cost should be determined based on the building and meal cost. The banquet is not to be a money-making event.
10. **Secure judging tables and holders.** You should try to have enough tables to have at least 30 holding pens for each open judge and 20 for each youth judge. More is always better! It is ideal to have enough so that the largest class is all on the table at the same time. Holding pens must have wire tops, no exception!
11. **Feed & Water:** Plastic cups for feed and water may be used but metal or aluminum is still preferred. If the cups do not have a method for fastening the cups built in, other fastening methods should be provided (i.e., wire, tie straps). Encourage exhibitors to bring their own feed dishes, feed and water, which is best for the rabbits anyways, but also have approx 6 bags of the more popular brands of feed available in the showroom. Many times it can be donated by local feed dealers.
12. **Shavings should be provided.** At least 20 bales of good pine shavings are needed. Have them already in each pen prior to the exhibitors' arrival if at all possible.
13. **Advertise the show and date.** Plan on having a flier available at the preceding NDS for members to take home with them that includes the date, location and hotels with phone numbers. An article should be written with information on the show to be printed in each issue of the Dutch Reporter after the preceding NDS. Donations for awards can be solicited for at this time. Separate letters or emails asking for donations also work well. Contact the ADRC website chairperson to have your information listed on the ADRC website.
14. **Show Catalog.** Catalog should be planned, compiled and out to the membership at least sixty days before the show. Judges should receive a copy of the catalog as well. Class judging assignments, entry blank, any fun classes, arts/crafts and royalty entry information, as well as detailed directions/maps need to be included in the catalog. You can also sell ad space to help offset the cost of the catalog. If possible, catalog should be posted on the ADRC website. Feel free to use the preceding NDS catalog as a general suggestion on how to list everything.
15. **Plan for what type of remark cards and cage cards are to be used.**
16. **The following is a list of items that are either good to have or should be at the show:**
 - a. staple guns and staples,
 - b. duct tape, masking tape,

- c. hard top tables/chairs for writers
- d. supply company
- e. food vendor
- f. table/chairs for eating area.
- g. 3-4 8 foot tables for ADRC publicity booth, 1-2 for ADRC Secretary, 3-4 tables for raffle, 3-4 tables for the show secretaries, 1-2 tables for Arts/Crafts, 1 table for Royalty contest.
- h. watering cans, containers for emptying dirty water into
- i. waste containers for shavings
- j. utility knives, wire cutters/pliers/, cage repairing tools
- k. separate area for royalty judging
- l. PA system.
- m. some cardboard for putting between rabbits for protection

17. Once bid is accepted by board then these guidelines and the rules in the ADRC guidebook must be followed. Any proposed major alterations from these guidelines should be discussed with the Convention/ADRC Liaison committee.